

***Request for Quotation (RFQ) for the re-development and implementation of an existing food safety management system at a food production facility at the CSIR***

**RFQ No. 5640/02/12/2020**

Date of issue:	Wednesday, 18 November 2020
Closing Date and Time:	Date: Wednesday, 02 December 2020 Time: 16:30 <b><i>(Late tenders will not be considered)</i></b>
Contact details:	For submission of quotations or any other enquiries: Email: <a href="mailto:tender@csir.co.za">tender@csir.co.za</a> <b><i>(Please use RFQ No. as subject reference)</i></b>

## **1 INVITATION FOR QUOTATION**

Quotations are hereby invited for the provision of consultancy services to the CSIR in terms of developing an food safety management system with accreditation as per SANS 10330:2020 (HACCP).

## **2 QUOTATION REQUIREMENTS**

A quote incorporating the development and implementation of a food safety management system (FSMS) based on SANS 10330:2020 (HACCP) requirements for a prior accredited HACCP pilot facility based at Pretoria, CSIR, Gauteng. The quote should include a Stage 1 for the development and certification of the FSMS as well as Stage 2 for the implementation, verification and certification of the FSMS. Costs from the chosen certification body should be excluded.

## **3 TRACK RECORD REQUIREMENTS**

In order to qualify, the consultants should have a track record of at least 5 years' experience in the implementation of food safety systems especially related to HACCP systems. They should have technical knowledge in food processing/production (qualifications as an auditor preferable). A list of three or more latest contactable references is required.

#### 4 EVALUATION CRITERIA

- 4.1 Selection of suppliers will be based on the 80/20 preference point system.
- 4.2 Include a valid B-BBEE certificate with your quotation. **No B-BBEE status will equal zero points.**
- 4.3 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use [www.csd.gov.za](http://www.csd.gov.za) to register.
- 4.4 No order will be issued or no contract will be signed without a valid CSD number.

#### 5 PRICING QUOTATION

- 5.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated.
- 5.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 5.3 Payment will be according to the CSIR Payment Terms and Conditions.

#### 6 OTHER TERMS AND CONDITIONS

- 6.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.
- 6.2 A validity period of 90 days will apply to all quotations except where indicated differently on the quote.

#### 7 **No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order. CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.**

#### 8 **Note: This is not a Purchase Order.**

**DECLARATION BY TENDERER**

**Only tenderers who completed the declaration below will be considered for evaluation.**

**RFQ No: 5640/02/12/2020**

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / quotation specifications stipulated in RFQ No: 5640/02/12/2020 at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the quotation.

I confirm that I am satisfied with regards to the correctness and validity of my quotation; that the price(s) and rate(s) quoted cover all the services specified in the quotation documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this quotation as the principal liable for the due fulfilment of this quotation.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other quotation.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this quotation.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

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DATE: .....